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**From:** Scholten, Karly [Scholten.Karly@epa.gov]  
**Sent:** 12/17/2018 5:21:24 PM  
**To:** R8 SLT [R8\_SLT@epa.gov]  
**Subject:** FW: EOY Report for RA - Write-ups Due 12/17  
**Attachments:** Doug's Notes Added\_Topic List for EOY Report\_RA Review (002).docx

**Importance:** High

Good Morning,

This is a reminder to please send me your EOY write-ups today.

Thanks,

Karly

Karly Scholten | Region 8 Regional Planner | U.S. EPA Region 8, 8TMS-FMP | 1595 Wynkoop Street, | Denver, Colorado 80202 | 303.312.6418

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**From:** Scholten, Karly  
**Sent:** Friday, December 7, 2018 1:54 PM  
**To:** Bohan, Suzanne <bohan.suzanne@epa.gov>; Buhl, Rick <Buhl.Rick@epa.gov>; Daly, Carl <Daly.Carl@epa.gov>; Davis, Patrick <davis.patrick@epa.gov>; Garcia, Bert <Garcia.Bert@epa.gov>; Garvey, Megan <garvey.megan@epa.gov>; Hestmark, Martin <Hestmark.Martin@epa.gov>; Joffe, Brian <Joffe.Brian@epa.gov>; Kortuem, Patrice <Kortuem.Patrice@epa.gov>; Moon, Diane <Moon.Diane@epa.gov>; Mutter, Andrew <mutter.andrew@epa.gov>; O'Connor, Darcy <oconnor.darcy@epa.gov>; Opekar, Kimberly <Opekar.Kimberly@epa.gov>; Schefski, Kenneth <Schefski.Kenneth@epa.gov>; Smidinger, Betsy <Smidinger.Betsy@epa.gov>; Stavnes, Sandra <Stavnes.Sandra@epa.gov>; Sutin, Elyana <Sutin.Elyana@epa.gov>; Thomas, Deb <thomas.debrah@epa.gov>  
**Cc:** Bielenberg, Ben <Bielenberg.Ben@epa.gov>; Mylott, Richard <Mylott.Richard@epa.gov>  
**Subject:** EOY Report for RA - Write-ups Due 12/17  
**Importance:** High

SLT,

We met with Doug on Thursday evening and received his feedback on topics for the EOY Highlight Report. The attached document combines the information received from that meeting, his personal notes, and comments he provided on the original document. The draft document will be sent to Doug on 12/21 and the final document will be sent to Administrator Wheeler on 1/11. The timeline for this project is short. Below is important information about the project, the timeline, and format needs.

- 1) Please carefully review and read the comments in the attachment.
  - a. **Blue highlights** = From Doug's personal notes. (there is some overlap from the blue/yellow highlights, but I wanted you to have all the info)
  - b. **Yellow Highlights** = areas he wants covered from the meeting.
  - c. Comments on the side are directly from Doug.
- 2) Write-up Format
  - a. This will be a marketing newsletter. Stories will be 1-2 paragraphs long. Pictures, graphs, and quotes need to be included wherever possible.
    - i. Page one of the document will discuss some of the things R8 does consistently very well.

1. Permits processed, SIPs processed, inspections completed, budget, etc.
  - a. Doesn't need to be of exceptional change this year from prior years but this page will highlight our consistent great work.
- ii. Remaining document will focus on highlights or major accomplishments from this year. Focus on Unique.
  1. This is where the topics list attached is critical.

b. How to format the write-ups

1. What the project was / Project problem statement (1-2 sentences)
2. How fixing it helps the public (who it helps, how, why)
3. How we fixed it. Focus on unique things that made this change possible this year.
4. Who worked on it. Please include the key person/team/people involved. – Doug really wants to highlight our employees.
5. Include pictures, graphs, quotes, news articles, etc.
6. Wherever possible, compare data from prior years or make data relatable and in context.
  - a. Made-up examples for format ideas
    - i. A staff of 5 processed 500 permits this year which is a 10% increase from prior years and 20% of the overall permit total for the agency, which led to \_\_\_\_ projects started.
    - ii. R8 prevented 410,610 gallons of oil spills, which is equal to an Olympic size pool, by doing \_\_\_\_, which is \_\_\_\_ more than in prior years.

3) Please email me the write-ups no later than 12/17. Earlier is better. I may have follow-up questions or needs, so even drafts would be appreciated.

4) Draft document will go to Doug on 12/21.

5) Final document will go to Administrator Wheeler on 1/11

If you or your staff have questions or would like assistance formatting the write-ups, please call me. I can try to help clarify or brainstorm on what would work the best.

Thank you for your assistance with this project.

Karly

Karly Scholten | Region 8 Regional Planner | U.S. EPA Region 8, 8TMS-FMP | 1595 Wynkoop Street, | Denver, Colorado 80202 | 303.312.6418